T/IX/M-10
23 March 1965

U N I T E D   S T A T E S   I N T E L L I G E N C E   B O A R D

COMMITTEE ON DOCUMENTATION

Task Team IX - ADP Systems Library

Minutes of the Tenth Meeting - 23 March 1965

Members or Their Representatives Present

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DIA   ▮

CIA   ▮
STATE   - Mr. Alonzo J. Covel
25X1A
NSA   ▮
AIR FORCE   - Lt. Col. Robert R. McAnaw
25X1A
CSS   ▮

Others Present

25X1A
▮

1.   The minutes of the last meeting were approved as written.

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2.   ▮ of DIA who attended the meeting to participate in the deliberations of the Task Team and to explain ¤ DIA's need to proceed with the issuance of its instructions in response to DoD directives and how this need relates to the Task Team activities.

3.   At the invitation of the Chairman, the DIA representative provided each of the members a copy of the programs and file descriptions comparisons of the DoD and the most recent copy of the NSA drafts of being considered by the Team, a proposed DIA instruction for an ADP processing system file catalog, and lastly, sample layout sheets of all of the proposed formats.

4.   In comparison the DoD and NSA file and program descriptions

clearly indicates

~~it is clear~~ that there have been many changes to each of these in the last several months due to the deliberations of the Task Team. These changes have tended to make most items identical. The Team considered the two formats item by item. Only those items that were not identical were *deliberated further* ~~considered~~. It was first noted that a considerable number of items were repeated in the NSA formats which were not repeated in the DIA formats. The Task Team agreed that these items need not be repeated.

5. Some discussion was held concerning the file description items: Date File Became Automated; Update Cycle and Latest Date Of Information. It was agreed that the item, Date File Became Automated, would be deleted and replaced by an Average Time Delay item which might be expressed in terms of days or months. This, along with ~~the~~ Updating Cycle, and ~~the~~ Latest Date Of Information ~~items~~ would then become part of the DIA ~~information to be~~ *format* requested and would satisfy the requirements in this area as ~~understood~~ *required* by the Team. It was agreed to add item number 10, Storage Media (as indicated in the DIA list), and insert ~~the~~ Company ████ in item 12, Computer Make And Model.

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6. Considerable discussion was held on items 13, 14 and 16 in the file description items. These are respectively: Number Of Records in File, Record Size, and Estimated Growth. It was the concensus of the Team that these should be required. The NSA representative thought they would be useful. The CIA representative felt they would be of no use. Since the Team could not come to a unanimous decision on this point, the Chairman indicated he would

reflect, in the report to CODIB, ~~that there~~ would be two categories
of items, those considered required and those considered optional,
and that he would place ~~the above~~ three ~~cited items~~ *items 13, 14 and 16* in the required
category, with a note concerning the position of the CIA and NSA
representatives. The Team agreed that the items ∧ in the program
description, (Input Media, Output Media and File Cross Reference)
could be in the abstract and not in a formatted field. The Team
further agreed that the item, Program Status, would be in the
formatted field.

7. In summarizing the position of the Team on this subject,
the Chairman indicated that he would now prepare and distribute
to the Team for its consideration first, a final draft of the DoD
program and file descriptions (with appropriate changes), and second,
a draft report to CODIB with a covering memo which will indicate
those items felt to be required and those felt to be optional by the
Team (with the exceptions noted on items 13, 14 and 16 of the file
description as ~~described~~ *indicated in para. 6* ∧ above).

8. The Team considered the meaning of a "logical record".
This will be considered at the next meeting of the Team after the
various members check their sources for the definition of this term.

9. The Team agreed to note the general change of approach
that has been taken at this meeting. This is that it has agreed to
consider the ~~recommended~~ CODIB required items as a subset of the DIA
description items. The Team has also agreed that after it has
recommended the list of items to CODIB and CODIB so approves, it will
be DIA's ~~job basically~~ *responsibility* to design the format of the input required under

the reporting system. The DIA representatives and the other Team members also agreed that the processing of the information and the maintainence of the system *should* be performed by DIA.

10. The DIA member agreed to consider the various forms of publications and make appropriate recommendations to the Team at its next meeting. In addition, the Team agreed to consider at the next meeting what kinds of files should be included. It was agreed that when the appropriate actions referred to above were performed, the Chairman would call the next meeting.

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